

SUNSHINE NOTICE: Adequate notice of this meeting was provided by the Board Secretary. It was posted in the Borough Hall, communicated to the South Jersey Times, and filed with the Clerk of the Municipality.

MISSION STATEMENT: Clayton Public School District will collaborate with parents and the community to provide a safe, caring, and engaging learning environment where all students achieve the New Jersey Student Learning Standards along with the knowledge, skills, and experiences to succeed in a global society.

VISION STATEMENT: Preparing Students for the Opportunities of Today and the Future

DISTRICT GOALS:

Goal 1: Benchmark assessment data will be utilized to determine student COVID-19 learning loss. This information will drive teaching practices, selection of programs, and professional development to positively impact student achievement.

Goal 2: Identify policies and practices in need of equitable attention that will positively impact student achievement for all subgroups. This process will include collecting data through stakeholder surveys, student assessments, and discourse with members of the school community.

Goal 3: Identify and implement strategies to address the social emotional and mental health issues that positively impact student achievement.

**ORDER OF BUSINESS
BOARD OF EDUCATION
CLAYTON PUBLIC SCHOOL DISTRICT
CLAYTON HIGH SCHOOL CAFETERIA
JANUARY 3, 2023**

I. REORGANIZATION OF THE BOARD OF EDUCATION

A. Call to Order by the Business Administrator

B. Pledge of Allegiance

C. Official Election Results

1. Three Year Term

Anna Grant	2,093
Susan Giordano	2,108
April Ward	2,119
Write-In Votes (miscellaneous)	81

2. One Year Unexpired Term (Write Ins)

Niamah King	17
Anthony Grafton	13
Write-In Votes (miscellaneous names)	79

D. Announcement of Terms of Office and Administration of the Oath of Office to New Board/re-elected Members and Code of Ethics– Frances Adler

2025	Susan Giordano, Anna Grant, April Ward
2024	Paul Connell, Robin Roche, Nicole Shaw
2023	Crystal Greene, Niamah King, Jeremiah Long

E. Roll Call

Paul Connell	12/31/2024	
Susan Giordano	12/31/2025	
Anna Grant	12/31/2025	
Crystal Greene	12/31/2023	
Niamah King	12/31/2023	
Jeremiah Long	12/31/2023	
Robin Roche	12/31/2024	
Nicole Shaw	12/31/2024	
April Ward	12/31/2025	

F. Elect the Board of Education President – Frances Adler, Business Administrator Opens

1. Open the Floor for Nominations
2. Close the Floor for Nominations
3. Roll Call Vote

Newly Elected Board President Assumes the Chair

G. Elect the Board of Education Vice President

1. Open the Floor for Nominations
2. Close the Floor for Nominations
3. Roll Call Vote

IV. SCHOOL BUSINESS

A. Clippers of the Month/Principals’ Minutes/Student Report - Attachment IV A

1. Report from the Liaison
2. Clippers of the Month

Elementary	Luna Jenny, Alexa Negrete-Salazar, Alayna Martin-Gunther, Amelia Messick, Nicholas Jasinski, Donald Palm, Nyla Dayne-Johnson
Middle	Jayden Hennessey, Trevor Rehm, Layla Zieger
High	Maryella Gillies, Brooke Ryder, Elijah Rodriguez, Joshua Jacobs

3. Principals’ Minutes
4. Student Representative Report - Rebecca Beare

BREAK

I. REORGANIZATION OF THE BOARD OF EDUCATION CONTINUED

- H. Approval of Minutes for the December 6, 2022 Meeting - Attachment I H
- I. Presentation of Business by Visitor(s) for Approval as to Agenda Placement
- J. Adopt the Rules for Board Governance (Bylaws, Policies, Procedures, Transportation Handbook, and the Administrative Handbook)
- K. Approve collection and maintenance of student records according to 6A:32-7.3
- L. Designate the Newspapers of Record – South Jersey Times; Courier Post
- M. Establish an Annual Meeting Calendar - Attachment I M
- N. Board of Education Accounts/Banking Resolution
Recommendation

Approve the following resolution: BE IT RESOLVED that Fulton Bank of NJ be designated as the approved depository for Clayton School District funds and that the financial institution be required to be insured by either SLIC or the FDIC and/or as required by both Federal and State statutes; AND BE IT FURTHER RESOLVED that the following warrant signatures be approved as follows:

Clayton BOE Warrant Account	Board President, Treasurer, Business Administrator
Clayton BOE Capital Reserve Account	Treasurer, Business Administrator
Clayton BOE Capital Projects Account	Treasurer, Business Administrator
Clayton BOE Payroll Account	Treasurer
Clayton BOE Payroll Agency Account	Treasurer
Clayton BOE Cafeteria Account	Accounts Payable Clerk, Business Administrator
ES General Account/Activities	Building Principal, Business Administrator
Clayton BOE Athletic Account	Business Administrator, High School Principal, Assistant Principal, Athletics
Clayton HS Principal Checking Account	Business Administrator, Building Principal
Clayton HS General/Activities	Business Administrator, Building Principal
Clayton BOE Petty Cash Account	Business Administrator
Performing Arts Center	Business Administrator

O. Appointments January 1, 2023 through December 31, 2023
Recommendation

Approve the following appointments:

1. Approve a Delegate to the Gloucester County New Jersey School Boards' Association – to be named (TBN)
2. Approve an Alternate Delegate to the Gloucester County New Jersey School Boards' Association – TBN
3. Appoint a Gloucester County Representative to the Executive Committee of the New Jersey School Boards' Association - TBN
4. Appoint a Parliamentarian and approve Parliamentary Procedures – TBN
5. Appoint a Public Agency Compliance Officer – Frances Adler
6. Appoint a 504 Compliance Officer and Adopt the Grievance Procedures – Joseph Valentino
7. Appoint a Board Secretary – Frances Adler
8. Appoint a Custodian of Records (OPRA) – Frances Adler
9. Appoint a Custodian of Student Records – Debra Hocker
10. Appoint an Acting Board Secretary for Emergency Purposes – Denise Cliver and/or Renee Lavelle
11. Appoint a Homeless Liaison – Rosalyn Downes
12. Appoint a Title IX Coordinator – Daniel Antonelli
13. Appoint an Affirmative Action Officer – Gregory Esposito
14. Appoint a HIB Coordinator – Joseph Valentino
15. Appoint Liaison(s) for the Department of Children Protection and Permanency – Rosalyn Downes
16. Appoint an ADA Coordinator – Charles Schriver
17. Appoint a Qualified Purchasing Agent – Frances Adler with Thresholds: Bid - \$44,000; Quotes - \$6,00 pursuant to N.J.S.A. 40A:11-3(a) and (c); 18A:18A-3(1) and (c).
18. Appoint a Working Papers Issuance Officer – Debra Hocker
19. Appoint a Substance Awareness Coordinator – Susan Maxwell
20. Appoint Charles Schriver as Safety and Health Designee
21. Appoint Integrated Pest Management Coordinator – Charles Schriver
22. Appoint Indoor Air Quality Designee – Charles Schriver
23. Appoint Right to Know Coordinator - Charles Schriver
24. Renew the Recognition of the Official Bargaining Units – Clayton Education Assn. and the Clayton Administrators' Assn.
25. School Safety Specialist - Matthew Slater and Alicia Fragoso
26. Appoint Wilentz Attorneys at Law as Bond Counsel of Record
27. Appoint Colliers Engineering as Engineer of Record

P. Business Office
Recommendation

1. Establish Petty Cash Funds Pursuant to 6:20-2A:8 – Board Office \$250; Business Administrator Checking \$500; Elementary School \$150.
2. Approve Cooperative Purchasing Agreements
3. Approve Minimum Chart of Accounts & Standard Operating Procedures
4. Approve Procurement of Goods and Services through State Agencies (State Contracts)
5. Approve Valic, Lincoln Investment, and Equitable as the tax shelter annuity companies/brokers
6. Approve payment of bills when necessary between Board meetings with the approval of the Superintendent of Schools. All bills paid will be submitted to the Board at the next regular meeting for ratification.
7. Approve the Superintendent and Business Administrator to approve line item budget transfers as necessary between Board of Education meetings. All such transfers will be reported to the Board of Education, ratified, and duly recorded in the minutes of the next regular meeting (N.J.S.A. 18A:22-8.1 amended).

Q. Approve to Continue Participation with NJSIAA

R. Approve the existing Organizational Chart

S. Approve to dissolve all Standing Committees
Board President to Appoint members to the following committees for the time period January 2023 through December 2023. Chairs*

Curriculum/Instruction	Jeremiah Long*, Robin Roche, Nicole Shaw
Finance/Facilities	Robin Roche*, Niamah King, Susan Giordano
Policy	April Ward*, Crystal Greene, Anna Grant
Executive *	Paul Connell, Jeremiah Long, Robin Roche, April Ward
Negotiations	Paul Connell, Crystal Greene, Nicole Shaw

II. COMMITTEE REPORTS

A. Committee Reports

III. VISITOR REMARKS FOR COMMENTS ON AGENDA ITEMS

Anyone wishing to address the Board during Visitors' Remarks must state their name and address prior to addressing the Board. Individuals should be aware that the Board cannot discuss personnel issues or items governed by confidentiality laws in the open public session. These matters need to be discussed with the Board in Executive Session.

IV. SCHOOL BUSINESS CONTINUED

- B. Job Description - Attachment IV B
Recommendation

Approve the revised Preschool Instructional Coach job description.

- C. Donation Acceptance
Recommendation

Accept a donation of coats for District students from International Paper Retail Packaging.

- D. Gloucester County Special Services School District CRESS Service Proposal
Recommendation

Approve the 2022-2023 Proposal for for student 260099 from 11/7/22 through the end of the school year as follows:

Homebound Instruction	308 hours @ \$60/hr	\$24,640
Occupational Therapy	28 hours @ \$98/hr	\$2,744
Physical Therapy	28 hours @ \$98/hr	\$2,744

- E. Field Trips and Activities - Attachment IV E
Recommendation

Approve the field trips and activities.

- F. Receiving Tuition Student
Recommendation

Approve a receiving tuition student contract for Student 24248 with Glassboro Public Schools for the 2022-2023 school year.

- G. Home Instruction
Recommendation

Approve home instruction for Student 2614899 beginning 1/3/2023 through 3/3/2023 with Ariana Cecil/Educere providing the service at \$40 per hour.

- H. Join Purchasing Consortium
Recommendation

Approve administration to join The Interlocal Purchasing System (TIPS) as another cooperative purchasing option.

V. BUILDINGS AND GROUNDS

- A. Buildings and Grounds Report - Attachment V A
Recommendation

Approve the Report.

B. Use of Facilities
Recommendation

Approve the use of facilities as follows pending receipt of appropriate insurance documentation:

Clayton Junior Wrestling	For practices and matches on various dates
St. Michael's Track Team	For practices two times per week

VI. SCHOOL SAFETY AND SECURITY

A. Violence/Vandalism/Code of Conduct Violations Reports - Attachment VI A
Recommendation

Approve the Reports.

B. School Emergency Evacuation Drill Reports - Attachment VI B
Recommendation

Approve the Reports.

VII. PERSONNEL

A. Workshop Attendance - Attachment VII A
Recommendation

Approve attendance at workshops.

B. Rescind Employment Offer
Recommendation

Rescind employment offer made to Sean Maloney for the Groundskeeper position due to lack of paperwork.

C. Rescind Resignation
Recommendation

Rescind the acceptance of Melissa Johnston's resignation from her position as teacher.

D. Resignation
Recommendation

Accept Solomon Jones' resignation from his position as Small Group Instructor effective January 4, 2023.

E. Leave of Absence
Recommendation

Approve a leave of absence for Employee # 7195 beginning 2/17/2023 with an estimated return date of 5/30/2023.

F. Course Enrollment
Recommendation

Approve the following requests for course enrollment in accordance with the Clayton Education Association negotiated agreement:

Jamie Eddis (T)	“Child Study Basis Edu Planning” at NJ City University for the fall 2022 semester	Not to exceed \$2,834
Jamie Eddis (T)	“Theory Into Practice” at NJ City University for the spring 2023 semester	Not to exceed \$2,834
Marisa VanOstenbridge (T)	“Multisensory Reading IV” at Fairleigh Dickinson University for the spring 2023 semester	Not to exceed \$2,550
Susan Redfield (T)	“Leadership, Policy, & Ethics in Special Education” at Rowan for the spring 2023 semester	Not to exceed \$2,799
Sandra Grafton (T)	“Multisensory Reading 4” at Fairleigh Dickinson University for the spring 2023 semester	Not to exceed \$2,550
Nancy Lee (T)	“Leading Curriculum Changes” at NJ City University for the spring 2023 semester	Not to exceed \$886

G. Tuition Reimbursement
Recommendation

Approve the following requests for tuition reimbursement in accordance with the Clayton Education Association negotiated agreement:

Jamie Eddis (T)	“Child Study Basis Edu Planning” at NJ City University for the fall 2022 semester	Not to exceed \$2,834
Marisa VanOstenbridge (T)	“Multi-Sensory Reading III” at Fairleigh Dickinson University for the fall 2022 semester	Not to exceed \$2,550
Susan Redfield (T)	“Current Issues & Research in Access, Success, and Equity in Education for the fall 2022 semester at Rowan University	Not to exceed \$2,799.45
Sandra Grafton (T)	“Multisensory Reading 3” at Fairleigh Dickinson University for the fall 2022 semester	Not to exceed \$2,550

H. Hiring
Recommendation

Approve the hiring of the following individuals for the 2022-2023 school year pending receipt of required paperwork as recommended by the Superintendent:

1. Susan Taney as Preschool Instructional Coach at a salary of Step 9 Master’s Degree \$67,172 prorated
2. Co-Curricular: Ponce Tinkham as Assistant Football Coach per contracted rate

3. Emily Ryan as On-Demand I&RS Tutor for 4 to 8 weeks at the contracted rates
4. Jason Berni as Groundskeeper/Maintenance at a salary of \$49,625 prorated
5. Melissa Johnson as Elementary School Basic Skills Teacher at a salary of Step 7 Bachelor's Degree \$58,253 prorated

VIII. COMMUNICATIONS

IX. UNFINISHED BUSINESS

- A. Revised Budget Calendar - Attachment IX A

X. NEW BUSINESS

XI. FINANCIAL REPORTS

- A. Bill Lists - Attachment XI A
Recommendation

Approve payment of the Bill Lists as follows:

December 2022 2nd Bill List	\$413,222.13
December 2022 Cafeteria Bill List	\$51,544.88

- B. Payroll Reports
Recommendation

Approve the Payroll Reports as follows:

12/15/2022	\$847,026.17
12/23/2022	\$755,990.15

XII. VISITORS' REMARKS

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XIII. EXECUTIVE SESSION

- A. Resolution - Attachment XIII A
Recommendation

Adopt Clayton Board of Education Resolution No. 2023-0103 authorizing an Executive Session for the purpose of discussing matters which are exempt from the public. The length of the session will be approximately 60 minutes or less.

XIV. ADJOURNMENT